

April 2001

Steps for State & Local Agencies to Follow For Submitting Emission Inventory Data Files Electronically to EPA Emission Factors and Inventory Group (EFIG)

1.) Prepare data in the NEI Input Format (NIF) and save as a text (.txt) file. The NIF files (V2.0 and V1.2) should be transferred to the EPA as fixed width text (.txt) files with no delimiters, or if using the MS Access shell, may be transferred to EPA as the (.mdb) file .

2.) Save data set(s) using the following file naming convention:

When saving source type files - e.g., point, stationary area, onroad mobile, etc. - as (.txt), sort and save like records together in separate text files. For example, eight separate text files may be submitted for the point sources, as there are eight record types in the point source file.

Please use the following naming convention for your (.txt) files:

ssxxrryy.txt , where

ss = state abbreviation (ex. nc) ;

xx = source type, code values are :

pt (point); ar (stationary area); nr (nonroad mobile); or (onroad mobile); bi (biogenic)

rr = record type, code values are : tr, si, eu, ep, pe, er, ce, em

yy = year abbreviation for year of data reported

For (.mdb) files , the following naming convention should be used:

ssxxyy.mdb

3.) Zip all source files into one zip file.

4.) Go to EPA's Central Data Exchange (CDX) site, complete the submittal information requested, attach your zip file, and send to CDX. A CDX User's Guide will be available to you on-line to guide you through your CDX session. Please follow CDX procedures, including any additional file naming requirements.

You should have previously registered with CDX, so you already know the site location and the transfer particulars. If you are not registered with CDX, contact CDX Technical Support Line at (888) 890-1995. (CDX also accepts the data as XML files. If you are sending XML files, first contact the

Technical Support Line.)